

Chief, Printing and Reproduction Division

6 September 1951

Acting Deputy Chief, Administrative Services

Pick Up and Delivery of Personal History Statements

1. It has been determined that the Reproduction Division will pick up all Personal History Statements, to be photostated, at one location, Room 107, North Building. Further, Reproduction will pick up all Personal History Statements at 9:00 a.m. each morning and return the documents the following morning at 9:00 a.m. to Room 107, North Building. The one exception to this, however, will be that Inspection and Security's copies will be delivered directly to Room 2516, I Building.

2101

25X1A9a

CONCUR:

*Effective 10 September 1951*

*APP*

Acting Personnel Director

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cc: Management (attn: [redacted])

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